



10276

Administrative Assistant I

Jefferson County seeks a full time Administrative Assistant to perform administrative and clerical support for Human Services. This position will be greeting and directing individuals, answering telephones, checking in appointments, performing general office duties, and providing excellent customer service.

Starting Wage: 13.69/hour

Minimum Requirements: High school diploma with 1-2 years office experience and working knowledge of Microsoft Word and Excel, or any equivalent combination of education and experience, required. Demonstrates excellent verbal written communication skills.

Application review begins January 23, 2017 and is open until filled. Application and position details are available at www.jeffersoncountywi.gov or Jefferson County Human Resources, 311 S. Center Ave., Jefferson, WI 53549.

EOE